



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** CJP-06-019 (DH) (DEU)

**JOB TITLE:** Supervisory Vocational Development Specialist, GS-1715-13

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 02/13/2006

**CLOSING DATE:** Open until filled  
First cut-off date is 02/28/2006  
Cut-offs will occur every two-weeks until vacancy is filled.  
Applications must be received by 5:00 p.m. EST on the cut-off date.

**PROMOTION POTENTIAL:** None

**STARTING SALARY:** GS-13, \$77,353 per annum

Supervisory Vocational Development Specialist, GS-1715-13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Justice Programs (CJP), Office of the Associate Director, Washington, DC.

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**DUTIES:** The incumbent serves as a Vocational Specialist Manager and will be responsible for supervision and oversight of the Vocational Development and Learning Lab staff. Creates a strategic approach to employment development in the metropolitan area that identifies and educates potential employers and training programs to assist offenders in gaining and retaining full employment. Assesses the effectiveness of current programming and resources to ensure adequate placement and follow up of offenders. Maintains monthly statistical reports and prepares a quarterly report for CJP. Works with staff in designing presentation formats that promote and enhance the unit. Directs line staff in performing their duties. Incumbent develops a relevant assessment and referral program which includes skills in administering diagnostic tests to identify offenders' learning styles, strengths, weaknesses and learning disabilities; developing skill enhancement programs and initiatives that the Learning Lab Specialists and the Vocational Development Specialists develop and implement jointly as a part of the overall Employment/Education Program. Researches growing trends and state-of-the art educational and training methodologies, and pursues opportunities to avail offenders of such options; introduces and incorporates various learning alternatives including traditional, distance learning, and self-and independent study.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the GS-12 grade level. **Specialized experience** is experience in or directly related to the position to be filled, and

which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) needed to successfully perform the duties of the position. For this position, specialized experience includes supervisory or management responsibilities in establishing program goals and objectives, evaluating and monitoring programs, providing advice about program operations, interpreting program rules and regulations to resolve problems and controversies, working with staff to obtain cooperation and input, and conducting analyses and developing strategies to ensure that the staff's goals and objectives are achieved.

**EVALUATION METHODS:** Your application will be evaluated according to the extent and quality of experience, education, and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

1. Skill in supervising and motivating a group of diverse individuals to achieve goals and objectives.
2. Ability to communicate in writing to include preparing annual, status and project management reports.
3. Knowledge of available vocational services for offenders' placement and the ability to use that knowledge to effectively guide and direct the Vocational Development staff.
4. Knowledge of a variety of education and training concepts, principles and practices related to the offender population.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately, and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Veterans:** Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10 point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. EST on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dot Hawkins on (202) 220-5637 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 pm eastern standard time on the closing date.

**Email Address:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Relocation Expenses:** Relocation expenses are not authorized.

**Probationary Period:** Appointment will require completion of a one-year probationary period.

**Security Check:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug

testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***